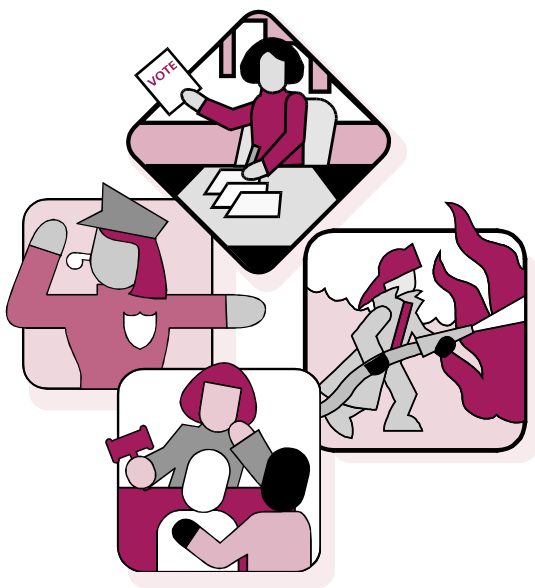


# ANNEXATION GUIDELINES AND PROCEDURES



*About annexation ...*

*the benefits of...*

*initiating the process...*

*steps for completion*



## About annexation...

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Annexation is a method by which a city or town extends and increases its corporate limits. The process is closely governed by Arizona State Law (A.R.S. 9-471).

Based on these laws, each property owner within a proposed annexation area is notified of the public hearing for the proposed annexation by mail, advertisement in the newspaper and posting of notices within the area to be annexed. In order to annex an area, the owners of one-half or more of the total assessed value and more than one-half of the owners must sign a petition in favor of annexation. This enables each property owner within the area to have a fair say in the annexation.

## The benefits of...

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There are many benefits of annexation, and services that are provided to City of Phoenix residents.

- **Fire Protection and Emergency Medical Service –**

Residents of unincorporated areas generally must make their own arrangements for fire protection. In many areas this can be done through payment to a private fire protection company, such as Rural Metro, and in a few areas fire districts have been organized with the power to assess property taxes to pay the cost of fire protection. In some cases professional fire protection is not available at all.

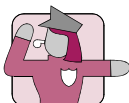


Even in areas where fire protection can be secured the level of service does not match that of the City of Phoenix Fire Department. This is particularly the case with paramedic service.



Upon annexation all residents of the annexed area receive full Phoenix Fire Department service including advanced life support services with no additional fee being charged. The City of Phoenix Fire Department provides fire protection, assistance during medical emergencies and ambulance and rescue services. The Fire Department also offers many other services such as Urban Survival, Fire Safety and Prevention, Senior Programs, as well as investigations.

- **Police Protection** – Non-City residents are receiving protection from the Maricopa County Sheriff's Department. As a resident of the City of Phoenix, you will receive police protection from a well-



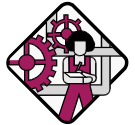
trained force that includes patrol cars, traffic control, detective service and accident investigation service.

- **Water and Wastewater Services** – The City of Phoenix will normally extend water service only to residents of the City of Phoenix. Those outside the City of Phoenix desiring water from the City usually must agree to annexation by Phoenix prior to receiving City Water.



Current City of Phoenix water customers whose property is outside the City Limits of Phoenix, pay 50% more for water than properties within the City. Upon annexation, outside water customers will automatically have their water rates reduced to the inside the City rate.

- **Solid Waste, Trash Collection and Related Services** – Solid waste and recyclable materials are collected weekly, and bulk trash is picked up quarterly at a low in-City cost. Residents can also use the City landfill and transfer station. Many private sanitation companies charge more for their services as compared to the City of Phoenix.



- **Zoning and Building Protection** – The City of Phoenix provides protection to its residents through specific planning, zoning and building ordinances. These ordinances help protect property owner investments and encourage beautification and maintenance of Phoenix neighborhoods.



- **Street Cleaning and Maintenance** – All dedicated streets are maintained by the City of Phoenix and are swept four times per year in conjunction with bulk trash pickup. Major and collector streets are swept two times per month.



- **Participation in City Government** – As a resident of the City of Phoenix, you have a voice in the affairs of your government. This includes eligibility for a City office, the right to vote in City elections, the right to serve on voluntary boards and commissions, and the right to have a say in the way the City is run.



- **Additional Benefits** – There are other benefits available to residents of the City: cultural events, recreational programs, parks, and library facilities.



## *Initiating the process...*

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Any property owner whose property lies outside the current City limits and whose request meets the requirements as specified in the Arizona Revised Statutes 9-471, can request annexation.

1. The first step is to request the annexation in writing to:

Vicky Miel  
City Clerk  
200 West Washington St., 15th Floor  
Phoenix, AZ 85003

The request letter should indicate the exact location of the property to be annexed, as well as the name, address and telephone number of the person requesting the annexation. If the requestor is not the property owner, documentation must be submitted indicating that the property owner authorizes the requestor to act as a representative/agent of the owner.

2. When the annexation request is received, annexation staff will prepare preliminary maps and ownerships of the property.
3. If necessary, a meeting may be scheduled with the interested parties in order to answer questions and coordinate with other City departments regarding the service area.
4. Certain conditions must be met before the City Clerk can authorize the preliminary work to begin, and efforts must be made to determine if the request meets annexation requirements.

## *Steps for completion...*

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The annexation process is complex and requires a substantial amount of time to complete. There is a 30-day waiting period at the beginning and at the end that is required by law. The amount of time in between can be directly related to the number of property owners in the proposed annexation area. A normal annexation is usually completed within four to six months.

- **Annexation boundaries established** – No area can be legally annexed into the City unless it has a boundary in common with the established limits of the City of Phoenix.

- **Informal poll of property owners** – It is important that the proposed area have a high probability of being successfully annexed. This avoids unnecessary staff time and other expenses associated with the start of the legal process.
- **Ownership and valuation** – Annexation law requires that petition signatures be obtained from more than one-half of the property owners and the owners of one-half or more of the assessed value of the property in the area that is subject to taxation.
- **Council authorization requested** – After review and approval by the City Clerk and the City Manager's Office, a request to file a blank (unsigned) petition is presented to the City Council.
- **Notification** – Within 30 days after a blank (unsigned) petition has been filed with the Maricopa County Recorder's Office, the Phoenix City Council will hold a public hearing to discuss the annexation proposal.
- **Petition circulation** – Petition signatures cannot be obtained during the 30-day waiting period after the filing of the blank petition with the County Recorder. Only after the 30-day waiting period has elapsed can property owners be asked to sign the petition for annexation.
- **Adoption of ordinance** – After the petition requirements for the annexation have been met, City Council will vote on the annexation ordinance at a formal council meeting.
- **Annexation effective date** – The annexation will become final after the expiration of 30 days from the adoption of the ordinance.
- **Services extended** – City services begin on the 31st day after the adoption of the ordinance.

